

10 February 1956

MEMORANDUM FOR: Chief, Records Management Staff

FROM: Assistant Director for Basic Intelligence

SUBJECT: Vital Materials Program for NIS and OBI

REFERENCE: Memorandum from AD/OAR to AD/UCD
Attention Chairman, Disaster Plan Committee
Titled: Disaster Plan for NIS; dated 1 February 1956

1. This is to confirm agreements reached in recent discussions pertaining to the Vital Materials Program.
2. Effective 10 February 1956 the following plan will supersede that outlined in reference memorandum relating to placement of NIS and OBI materials in the Vital Materials Repository.
3. This plan consists of two parts: Part I contains the detailed procedures for placement in the repository of all those vital materials required for the reproduction of published NIS. Part II outlines the procedures relating to OBI administrative and operational materials, including those of the Interdepartmental NIS Committee which is chaired by the Assistant Director for Basic Intelligence.

Part I -- NIS Reproduction Materials

Procedures for depositing NIS materials in the Vital Materials Repository, for maintaining these materials in a current status, and for permitting limited use of these materials are as follows:

- a. OAR will furnish to Records Management for vital materials storage, one copy of each published NIS, including all published revisions of elements already in storage.
- b. OBI will furnish to Records Management for vital materials storage, one negative of each halftone, and one complete set of negatives for each multi-color map produced for the NIS by the Departments of the Army, Navy, and Air Force.

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SUBJECT: Vital Materials Program for NLS and OBI **12 February 1956**

c. **D/GC/XX will furnish to Records Management for vital materials storage, one complete set of negatives for each multi-color map produced for the NLS by that office.**

d. **When revised NLS elements and related negatives supersede materials already in storage, the latter will be removed from storage by Records Management and destroyed.**

e. **Records Management will withdraw from the Vital Materials Repository, and make available to OBI and D/GC/XX on a temporary loan basis, such NLS halftone and map negatives as are necessary for fulfillment of special requirements, or use in the NLS Maintenance Program.**

c. D/GC/AR will furnish to Records Management for vital materials storage, one complete set of negatives for each multi-color map produced for the NIS by that office.

d. When revised NIS elements and related negatives supersede materials already in storage, the latter will be removed from storage by Records Management and destroyed.

e. Records Management will withdraw from the Vital Materials Repository, and make available to OBI and D/GC/AR on a temporary loan basis, such NIS halftone and map negatives as are necessary for fulfillment of special requirements, or use in the NIS Maintenance Program. The negatives so removed will be returned to vital materials storage as soon as immediate needs have been satisfied, or they will be replaced by revised negatives produced under the NIS Maintenance Program.

Part II -- OBI Operational and Administrative Materials

The following operational and administrative records are considered essential to the re-establishment and operation of the Office of Basic Intelligence in an emergency, and these records will be microfilmed annually by Records Management and the reels deposited in the Vital Materials Repository:

JCS Priority List
 FY-1954 Budget
 FY-1955 Budget
 NIS Program
 NIS Committee Meeting Minutes
 NIS Operating Memoranda
 NIS Petroleum File
 Board on Geographic Names
 Monthly Reports, D/E/AR
 Monthly Reports, OBI
 Monthly Reports on NIS Production Status
 Annual Reports of the NIS Program

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Dissemination of NIS to SACEUR/SACLANT

SUBJECT: Vital Materials Program for NIS and OBI 10 February 1956

List of Controlled NIS
List of Published NIS
List of Published Gazetteers
Master Control Record of NIS Production
Master Control Record of NIS Dissemination
Staff Meeting Records
Clark Committee File

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DAD/BI;RHB:nh

CONCURRENCE: Part I

25X1A9a

Exec.

13 Feb 56

Date

25X1A9a

/s/

14 Feb 56

Date

CONCURRENCE: Part I and II

25X1A9a

/s/

14 Feb 56

Date

Chief, Records Management Staff

Distribution:

Orig. & 2 - Addressee

2 - Ch/D/GC/RR

2 - Exec/OCR

1 - Ch/D/P/OBI

1 - OBI (VM file)

1 - Extra & 1 - Chrono

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SUBJECT: Vital Materials Program for NIS and OBI 10 February 1956

c. D/GC/RR will furnish to Records Management for vital materials storage, one complete set of negatives for each multi-color map produced for the NIS by that office.

d. When revised NIS elements and related negatives supersede materials already in storage, the latter will be removed from storage by Records Management and destroyed.

e. Records Management will withdraw from the Vital Materials Repository, and make available to OBI and D/GC/RR on a temporary loan basis, such NIS halftone and map negatives as are necessary for fulfillment of special requirements, or use in the NIS Maintenance Program.

Part II -- OBI Operational and Administrative Materials

The following operational and administrative records are considered essential to the re-establishment and operation of the Office of Basic Intelligence in an emergency, and these records will be microfilmed annually by Records Management and the reels deposited in the Vital Materials Repository:

JCS Priority List
FY-1954 Budget
FY-1955 Budget
NIS Program
NIS Committee Meeting Minutes
NIS Operating Memoranda
NIS Petroleum File
Board on Geographic Names
Monthly Reports, D/S/RR
Monthly Reports, OBI
Monthly Reports on NIS Production Status
Annual Reports of the NIS Program

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Dissemination of NIS to SACEUR/SACLANT